

G-RAMICS

Register

1958

DOS, TREA declassification & release instructions on file

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STANDARD FORM NO. 64

26 FEB 1958

Office Memorandum • UNITED STATES GOVERNMENT

TO : AD/CR

DATE: 12 March 1958

FROM : Acting Chief, Graphics Register

SUBJECT: Preparation of reply to [] memorandum

25X1A

Ref : Memorandum from Chief, [] to AD/CR, subject: "New system of processing photographic attachments to CSLT Information Reports", dated 3 March 1958

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1. Reference is made to a memorandum from Chief, [] which reviewed and approved a new procedure for Graphics Register processing of DD/P photographic accessions. Chief, [] requested that the procedure we had instituted on a trial basis with the SR Reports Office now be extended to include all area desks of the DD/P.

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2. In endeavoring to comply with the AD/CR's request for preparation of a reply to the memorandum, we have discussed all of the factors which would be involved in taking on this additional responsibility. The only problem is one of manpower. When we set up procedures for handling the SR material last November, we soon realized that handling of increasing amounts of high priority photographs from all sources was extending our photo analysis staff beyond its capabilities. Accordingly, we reduced and backlogged our work on other important areas (Western Europe and Satellites) in order to concentrate our personnel on the priority Soviet material. We feel that the efficiency and benefits of this new procedure to CIA and the IAC are so great that we should put it into practice as requested in spite of the fact that we will have to set aside other important material and further increase our backlog.

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3. It would be unwise to further reduce our scope of coverage on an area basis since we have already cut out the Western Hemisphere and reduced our Western Europe processing down to a mere trickle. Photography which could be used to satisfy NIS requirements on Western Europe is abundantly available from GR sources but we do not have the personnel to process it. Further curtailment of work on a source basis is equally difficult. OO/Contact Division, FDD, Dept. of State, still extractions from Soviet and Satellite films and the DD/P comprise our main sources for photographs, but it would be difficult indeed for us to evaluate these sources with an eye toward reducing or eliminating one of them. For example, principal requirements served by still extractions from films are those of Strategic Air Command and other Air Force targeting offices; photos received from FDD in foreign language publications are reported in published summaries which are distributed throughout the entire Intelligence Community, a majority of photos procured by OO/C, and the Department of State are in direct response to Agency and IAC requirements.

4. OO/C and DD/P operations offices are constantly asking us for guidance in taking pictures and in exploiting sources. When the resulting photographs come to GR, they are often allowed to sit for months because we are tied up with priority material.

5. With all of this in mind, we feel that we are in a poor position to recommend a further course of action. Faced with constantly increasing workload and demand for photographs, a constantly decreasing T/O, and the threat of further T/O cuts, it

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would seem that our answer to [] should be in the negative. 25X1A

However, we repeat that, after studying the problem completely,
we feel that the benefits derived will outweigh any additional
problems caused by taking on this additional responsibility.

[]

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Return to 634

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17 March 1958

MEMORANDUM FOR: Chief, FI/RQM/RC

SUBJECT: New system of processing photographic attachments to CSLT Information Reports

REFERENCE: Memorandum from Chief, [] to AI/CR, dated 3 March 1958; same subject

25X1A

We are pleased to know of your satisfaction with the new pre-dissemination service being provided by Graphics Register in processing photographic attachments to CSLT Information Reports on the Soviet Union.

Graphics Register approved your proposal for extension of this service to other DI/P operating divisions and will make appropriate arrangements through your office. As of 1 April 1958, we will be prepared to begin processing reports prepared by the FI Division. This service will also be extended to NE/A and the Satellite countries as soon as it can be worked out, and as our personnel capability permits.

PAUL A. BOREL
Assistant Director
Central Reference

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Assistant Director, OCR

12 June 1958

Chief, Graphics Register, CR

Coding Systems

BACKGROUND:

Coding systems are used in the Graphics Register for machine indexing motion picture films and photography. Machine methods are an integral part of our procedures for recording and recalling film information but are an added service not completely essential to the photograph operation.

Before the machine indexing of photography was begun in July 1948 there was an extensive and careful study of all manual and machine indexing systems known to be used for photography up to that time. These included systems used at the Signal Corps, Army ID Library, Air Force Central Film Library, ONI Library, OSS Library, Wright Patterson Library, technical library systems used by many Governmental Departments, Library of Congress Photo Library, the Dewey Decimal System, and index systems then in use in CIG. Ideas from manual and machine systems were pooled with our own to develop our present basic system.

Our IBM record of photography covers the geographic area, the subject matter of the photograph, a short uncoded caption giving the place name and a brief description, the date, type of photograph (interior, exterior, aerial, &c.) quality (good, fair or poor), the security classification and photograph number. Of these only two, area and subject, are in extensive code. Our area code is basically the same as the Army Map Service area code, which was in wide use for maps and was familiar to the Intelligence Agencies. It was well suited to the Graphics Register, particularly because we were also recording map information at that time. At about the same period it was also adopted as an area code by the Library.

Current Status -- Area Code

The Register has made some modifications in the area code and uses it a bit differently in each Branch. The Film Branch does not require the provincial breakdowns which were added for photography. The Photograph Branch has found the constant changes in administrative and provincial boundaries a serious difficulty and has not attempted to keep all portions of the area code abreast of these changes. In this respect our area code will differ somewhat from the Library.

Subject Code -- Ground Photography

Based upon our research with other systems, our subject code

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was designed especially for photography and provides for expansion as required. It is broken down into six major categories: military, sociological, economic, scientific, topographic, and miscellaneous. Each of these is then subdivided into major headings and again divided into specific subject categories. The divisions and categories were kept as simple as possible so that they would be easy to use and recognize by the nonexperts in the various fields. Headings were arrived at by consultation with representatives of the various using offices in the Agency to ensure that they would be responsive to their requirements. There have not been any problems with this code.

Personality Photographs

In processing a personality picture, the nationality is coded by using the major country heading of the area code. The profession or occupation of the individual is recorded by using the appropriate subject code applied to ground photography followed by the suffix "X", i.e.,

A. Economic

B. Scientific

A XX. Personalities in the economic field B XX - Personalities in Science

There has not been any difficulty with this system of using a common code for two different purposes.

Motion Picture Films

The Film Branch uses the same area code as the Photograph Branch and the Library for geographic areas represented in motion picture films, but uses the intelligence subject code of the Library rather than that used by the Photo Branch for recording the information in films. This enables any film subject to be recalled under the same codes used to retrieve document information. There have been some problems, as the ISC is not as detailed in some fields as we require, and it is over-detailed in others. The Document Division has added some codes at our suggestion, but others do not go to the depth that we require. For example, the codes on tradecraft (sabotage, etc.) are not sufficiently detailed, but the ISC codes twenty different diseases of wheat, which is far more detailed than film requesters require. In other respects there are few difficulties with the film coding procedures.

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REF ID: A66111



DEPARTMENT OF STATE INSTRUCTION

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ORIGIN:

NO.: CA- 3977 October 29, 1958

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SUBJECT: Collection of Photographs of Foreign Areas (4 FSM 942).

TO: All AF Posts

CIA
USIABackground and Purpose

Reference is made to 4 FSM 942, issued in revised form on April 30, 1958, which explains the needs of United States Government agencies for photographic coverage of foreign areas and describes the procedures to be followed in providing such photographs to the Department for a central file in the Graphics Register of the Central Intelligence Agency.

The Graphics Register maintains, as a common service to all departments and agencies of the U.S. Government, a comprehensive collection of photographs on all foreign areas. To be of maximum usefulness, this file must contain current photographs of intelligence value from all countries in accordance with the needs of the Department, and the Intelligence Community. Foreign Service posts abroad are, of course, primary sources for this type of information.

The program at present is being administered on a voluntary, personal basis which has proved to be moderately successful.

Need for Graphics Coordinators

Because of the increasing demand for photographs suitable for current intelligence purposes and for use in the National Intelligence Survey, the Department is making every effort to augment the program and requests more active participation in it by all posts. In furtherance of these efforts, the Department for some time has been considering the suggestion of having a Graphics Coordinator designated at each post in order to stimulate a coordinated and controlled participation in the program by all suitable elements at the post.

On the occasion of his visit to ten African posts last spring, Mr. Leo M. Goodman, Chief of the Intelligence Collection and Distribution Division of the Department, discussed with Officers in Charge the desirability of designating one officer at each post to coordinate this activity. The discussions led to the designation of a Graphics

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DRAFTED BY:

APPROVED BY:

IRC:ICD/GLB:FRBerg:jvc 10/20/58

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of a Graphics Coordinator at each of the posts. The transmittal of useful photographs by these posts has improved immeasurably since then. It is requested that similar designations be made at all other posts.

The majority of addressee posts have at least one officer participating in this program (See Enclosure No. 1). All of these officers should be commended for their assistance and initiative in performing this added task on a voluntary basis. In many cases the officer presently engaged in this program may be a likely candidate for Graphics Coordinator; in other cases the Officer in Charge may wish to designate a more senior officer. Each of the addressee posts is requested to report the name of the officer designated as Graphics Coordinator.

Requirements

An outline of the photographic coverage desired by the Department is contained in 4 FSM 942. General requirements are attached as Enclosure No. 2. Special photographic requirements for urban and rural areas of each country will be sent to the Graphics Coordinator as soon as his name is received.

Sources for Photographs

Original photographs taken by Foreign Service personnel are of great value to the Graphics Register. Foreign Service officers are encouraged to take more pictures, especially when they are travelling or visiting areas outside the capitals. They may also consider leading their own recently taken photographs, if they relate to our graphics requirements. These photographs will be copied and returned.

By virtue of its photographic operations, contacts and related activities, USIS may often prove to be extremely helpful in providing and procuring needed pictures. Posts are therefore urged to enlist USIS assistance, where feasible, and to apprise USIS officers of our photographic requirements. The United States Information Agency has concurred in this arrangement.

Other mission personnel, such as ICA, the Labor, Agricultural, and Service Attaches, may also be willing to assist, particularly while travelling.

Graphics Coordinators may use their own judgment in selecting suitable participants and in coordinating their activities. Special care should be taken to control operations in accordance with local sensitivities.

Photographs

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Photographs may also be obtained gratis or by purchase from governmental, commercial or private sources and in pamphlets, magazines, newspapers or other published material. The cooperation of all members of the post should be solicited in acquiring the latest available photographs from government agencies and other outlets. Publications Officers are provided with funds for such purchases. Purchases, however, should be responsive to requirements. Expenditures should be made only after consultation with the Publications Officer and determination that funds are available. Posts which have not as yet designated a Publications Officer are requested to notify the Department when photographs are available through purchase, so that funds may be authorized.

Furnishing of Cameras, Film and Development Service

Cameras as well as color and black-and-white film in sufficient quantity will be made available without cost to each post upon request. It is suggested that each post obtain at least one camera for staff use which could be loaned to anyone making a trip. In addition, one or two cameras may be assigned directly to individual officers who are active participants in the program. For those who possess cameras, no problems exist, for the film supply is practically unlimited. Printing and developing will be without charge. The inclusion of personal pictures is not only expected but may often be desirable. Retention copies of prints or color slides will be sent upon request.

Method of Handling

All exposed film, and any question regarding this program, should be transmitted to the Department by Operations Memorandum or Official-Informal letter; Subject: Foreign Photographs, addressed to ICD/Graphics. Each roll of exposed film should be numbered in consecutive order. The normal time lapse for film processing is three weeks.

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- Enclosures: 1. List of Participants in the Photographic Program
2. Photographic Requirements (A General Guide)

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List of Participants in the Photographic Program

Abidjan	William H. Dunbar *
Accra	Archie S. Lang
Addis Ababa	Barbara O'Brien
Asmara	No Participation
Benghazi	No Participation
Brazzaville	Francis N. Magliozzi
Capetown	No Participation
Casablanca	Walter H. Drew
Dakar	Donald Dumont *
	Joseph Harary
Dar es Salaam	William R. Duggan *
Durban	No Participation
Elisabethville	Joseph C. Arundale
Johannesburg	Arthur Beach *
Kampala	Peter Hooper *
	Steve Low
Lagos	John K. Emmerson *
	Ellis O. Jones III
Leopoldville	Owen W. Roberts *
	Caroline Hasenkamp
Lourenco Marques	No Participation
Luanda	No Participation
Mogadiscio	No Participation
Monrovia	No Participation
Nairobi	Charles D. Withers *
Port Elizabeth	Donald Ralston
Pretoria	Waldemar B. Campbell *
Rabat	Peter Sebastian
	William H. Lewis
Salisbury	Francesia T. McNamara *
Tangier	Robert Andrew
Tripoli	James H. Boughton
Tunis	James Byrne
Yaounde	Robert Foulon

* Graphics Coordinator

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Acting AD/CR

10 November 1958

Chief, CR/CR

Retention of Machine Record of Intelligence Photography.

1. BACKGROUND INFORMATION

A machine record for both motion picture films and photography has been a normal procedure in the Division since its activation. While machine procedures for recording and recalling motion picture film information are the basic support for the Film Branch, the Photograph Branch operates on a manual procedure. The machine record of photography has provided an extra service which has been in addition to our normal photographic operation. Because the machine record for photography had not been used extensively it was recommended that it be dropped (if a careful review substantiated our opinion) for economic reasons. This evaluation was the subject of a memorandum to the AD/CR on 28 July.

2. CURRENT INFORMATION

CR's recently revitalized vital records program consists of two phases: (a) copying the present master file of ground and personality photography on 100-foot rolls of 35mm negatives; and (b) the production of duplicate 70mm cut negatives on all new photography accessions since 1 July 1958. It was planned that machine listings made from existing IBM records would control the roll negatives, and that a manual record would be established to control the duplicate 70mm cut negatives. The roll negatives would be on an area-country basis, just as they were copied from our master file. The cut (70mm) negatives would be filed in numerical order. Although no particular difficulty was envisaged in maintaining and servicing this manual control system at VMR, there have been increasing objections to the work involved. The matter has been studied by representatives of the Register, Printing and Reproduction and VMR. The consensus is that the IBM controls already in existence are far superior and less costly in manpower than any manual substitute.

The principal reason for recommending the discontinuance of IBM records was to save man hours. It is now evident that the preparation of a new manual reference control would be more expensive and far less satisfactory than the continuance of our present IBM record.

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3. RECOMMENDATION

To be fully covered by the insurance of a duplicate record of intelligence photography, it is essential that proper controls be maintained for retrieval of this material. The present IBM index for photography is justified in support of this program alone. In addition, it can be used in the headquarters area for the full range of its potential to prepare special listings and other machine search and research.

It is therefore recommended that the machine record for intelligence photography be retained.

[Redacted]

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CONCURRENCES:

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[Redacted]

Chief, Machine Division, CR

13 Nov. 1958

Date

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[Redacted]

Vital Materials Officer, CR

12 Nov. 1958

Date

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[Redacted]

Vital Materials Officer, MGT/S

17 Nov. 1958

Date

APPROVED: _____
Date

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